



## Job Description

<b>Role</b>	<b>Teaching Assistant</b>	<b>Base Location</b>	River Academy
<b>Pay Scale/ hours</b>	Grade 4, spinal points 7-11. 34.5 hours per week, Term Time Only plus INSET days. Working hours 8:30-3:45pm, with a later finish of 4:30pm on a Wednesday.	<b>Reports to</b>	SENCO/ SEND manager (when in post)
<b>Purpose</b>	<p><b>The specific responsibilities of the role will be reviewed annually in the context of a growing school and may be amended in discussion with the postholder.</b></p> <p>Initially, the postholder will be required to:</p> <ul style="list-style-type: none"> <li>Facilitate learning by supporting the needs of individual students and small groups of pupils in accordance with school policy and government initiatives in the pursuit of high standards of students' achievement.</li> <li>Support the teacher in having high expectations of students, developing positive working relationships with students and teachers.</li> <li>Support students in developing resilience, confidence, and independence.</li> <li>Understand and effectively support students' targets as directed and supported by the teacher.</li> <li>Be aware of students' SEND and behavioural needs and use this information to enable them to achieve.</li> <li>To help students access support materials using well-judged strategies.</li> </ul>		
<b>Scope</b>	<b>Staff responsibilities:</b>		<b>Financial accountability:</b>
	None		None
<b>Relationships</b>	The postholder will garner positive relationships with a range of stakeholders. These will include, but are not limited to, school leaders and colleagues in other Trust schools, school staff, students, parents/carers and external agencies as required.		
<b>Supporting Maiden Erlegh Trust</b>	The postholder may occasionally be required to support other schools in the Trust.		
<b>Main duties and accountabilities</b>	<p><b>The specific responsibilities of the role will be reviewed annually in the context of a growing school and may be amended in discussion with the postholder.</b></p> <ul style="list-style-type: none"> <li>Liaise with class teacher daily to discuss class tasks and enable students to become independent learners within their own ability. Regularly report back to the teacher on student progress and areas of concern.</li> <li>Work with small groups or individual students, clarifying and explaining instructions, ensuring that students are able to use equipment and materials whilst motivating them to complete work - this may include after school Homework club or working within a subject area such as maths, English, science or PE.</li> </ul>		



- To be checking the student's understanding throughout the lesson, anticipating where you may need to intervene; this may include scribing, reading aloud, recording of homework, using gesture and visual clues effectively.
- To be confident moving around the classroom helping a range of students and work effectively with individuals and small groups, clarifying and explaining instructions. To encourage students to take a pride in their work, and to be engaged, courteous, and cooperative. To allow sufficient 'wait time' before prompting; to advance learning, not focus on task completion.
- To encourage students to develop a range of learning skills, including encouraging them to make oral contributions in lessons.
- To open up students' sense of inquiry; to ask open questions with appropriate level of challenge.
- To give constructive feedback which helps the student to improve and make progress and reflect on their successes and difficulties.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Assist the teacher in classroom discipline re-enforcing the teacher's standards of behaviour and tidiness within the classroom. To support behaviour management as directed by the teacher and make a strong contribution to the learning environment; to support with classroom routines.
- To help deliver educational programmes, assist with the development of reading, writing, spelling, and listening skills.
- To demonstrate subject knowledge, as directed and supported by the teacher; to engage with and follow teacher presentation to students.
- Prepare resources.
- Monitor and assess students - record and report on achievements and development.
- Support students individually or in small groups as directed by SEND Manager/ SENCO.
- Lead and manage small intervention groups as directed by SEND Manager/ SENCO.
- Support students in Exams as reader, scribe or prompt as directed by SEND Manager/ SENCO.
- Various duty rota activities under the general direction of the SEND Manager/ SENCO.
- Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the post holder.
- To contribute to the school extra-curricular programme



## Person Specification

<b>Role</b>	Teaching Assistant	<b>School/Department</b>	River Academy
<b>Grade</b>	Grade 4, spinal points 7-11	<b>Group Size</b>	School Group Size 6
<b>Qualifications, training and education</b>	<ul style="list-style-type: none"> <li>NVQ Level 2 / CACHE Level 2 Certificate or equivalent.</li> <li>NVQ Level 2 or equivalent in English and maths.</li> </ul>		
<b>Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Experience of working with children in a school setting.</li> <li>Desire to work towards improving pupil outcomes.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>Some experience of working with children with special needs.</li> </ul>		
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>Good questioning skills.</li> <li>Good observation and assessment skills.</li> <li>Understanding of open-ended questioning and investigative work.</li> <li>Understanding of their role to assist and supervise students on particular tasks and the expected outcome of individual activities within the allocated timescale.</li> <li>Excellent communication skills and interpersonal skills.</li> <li>Ability to work within a team working environment and able to work independently.</li> <li>Confidentiality at all times.</li> <li>Calm under pressure, adaptable.</li> <li>A caring and positive attitude, a good listener and sensitive to students' needs.</li> <li>A sense of responsibility.</li> <li>Positive behaviour management.</li> <li>Flexibility and use of initiative is very important.</li> <li>Flexible approach to working and commitment to ongoing service and personal development (through self-evaluation and learning from others).</li> </ul>		
<b>Requirements specific to the role</b>	All staff are expected to be committed to safeguarding, equality and promoting the welfare of children and young people and to be aware of local safeguarding policies and procedures and to report any concerns or information received as required.		

**The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.**

<b>Signed: Post holder</b>	
<b>Date:</b>	